



# Illinois Department of Transportation

Division of Highways / Bureau of Construction  
2300 South Dirksen Parkway, Springfield, Illinois 62764

**Subject:**  
**Errors and Omissions**  
**Discovered in Consultant**  
**Developed Plans**

**CONSTRUCTION MEMORANDUM NO. 15-84**

**Effective: April 1, 2015**

**Expires: Indefinitely**

This memorandum describes the procedures used when errors or omissions are discovered on plans prepared by Consultants. This memorandum provides the procedures to be followed by the district's Bureau of Project Implementation as well as the Central Bureau of Construction. A brief description of actions to be performed by the district's Bureau of Program Development and the Bureau of Design and Environment is included for reference.

The district's Bureau of Program Development determines the responsibility of the Consultant for a plan error or omission. When a Consultant is found responsible, the Bureau of Design and Environment administers the claim against the Consultant. These procedures are detailed in Chapter 8-4, "Claims," of the Design and Environment Manual. Although Project Implementation staff do not deal directly with administering a claim for a plan error, the following procedures are required so that the district PD staff and BDE can properly and accurately process a claim.

When plans are prepared by a Consultant, the Consultant shall be invited to all appropriate construction meetings. This includes the pre-construction meeting, partnering meetings, progress meetings and other similar meetings where changes to the plans are discussed. Hours are negotiated and included in the Consultant's Phase II contract.

When a plan error or omission is found, the district's Bureau of Project Implementation first determines if time is critical and then:

1. Where Time is Not Critical. Notify the Program Development Engineer or the appropriate Department office immediately. The district Program Development Engineer will coordinate with the Bureau of Design and Environment to notify the Consultant of the error or omission. The Consultant is given an opportunity to be involved in the resolution of the error or omission along with the timetable involved.
2. Where Time is Critical. Notify the Program Development Engineer or the appropriate Department office of the error and also identify the steps that were taken to remedy the error. If the Department determines the error is the Consultant's responsibility, the district Program Development Engineer will coordinate with the Bureau of Design and Environment to notify the Consultant of the error or omission.

The district Program Development Engineer will provide a memorandum to the district Project Implementation Engineer indicating if the Consultant is responsible for the error or omission, if the Department will pursue damages for the error or omissions, or state that the Errors and Omissions Threshold (EOT) has not been met and no action will be taken. Any claim for damages will be administered by the Bureau of Design and Environment.

The contract change necessitated by the plan error or omission shall be submitted to the Central Bureau of Construction on form BC-22, Authorization of Contract Change, in accordance with Construction Memorandum 4. The BC-22 shall include the memorandum from the district Program Development Engineer. If the memorandum indicates the Consultant is responsible for the error or omission and damages will be sought, the Central Bureau of Construction will forward a copy of the BC-22 with all back up documentation showing the cost of the contract change to the Bureau of Design and Environment who will process the claim. Processing of a claim will happen independently of processing the Authorization of Contract Change. Work associated with the contract change can proceed as allowed in Construction Memorandum 4.

A handwritten signature in cursive script that reads "Tim Kell".

Tim Kell, P.E.  
Interim Engineer of Construction